Turnitin ANGEL® 6.3, 7.1, and 7.2 Instructor User Manual

Updated October 26, 2010

Contents

Instructor User Manual 1

Creating a Turnitin Drop Box 3

Advanced Assignment Options 4

Available Assignment Options 5

Exclude bibliographic material assignment setting 5

Exclude quoted material assignment setting 6

Exclude small matches 6

Repository Options 7

Search Targets 8

Repository Sources for Similarity Reports 8

Revision Assignments 9

Submitting Papers 11

File Types and Size 11

File Types and Size 12

File Upload 13

Cut and Paste Submissions 14

Zip File Uploads 18

Viewing the Turnitin Assignment Inbox 20

Elements of the Assignment Inbox 20

Syncing the Class Roster 22

Viewing Papers 22

Downloading Papers 22

Opening the Originality Report 23

Organizing the Assignment Inbox 24

Viewing Late Submissions 25

GradeMark® 26

Assignment Inbox Navigation Bar 26

Glossary 27

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

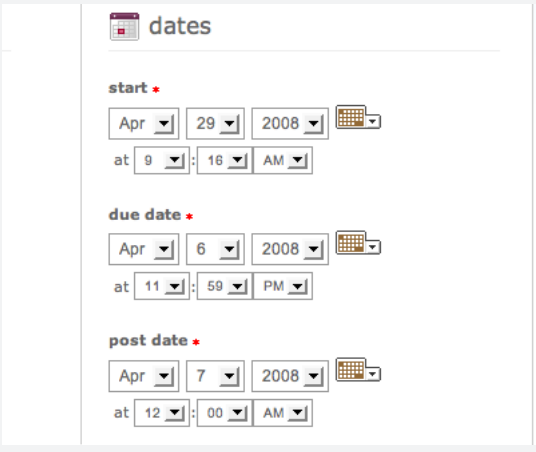
ANGEL Integration Instructor Manual

Once the Turnitin Drop Box is available, instructors can add Turnitin Drop Boxes to their course. Originality Reports will be generated for submissions to a Turnitin Drop Box.

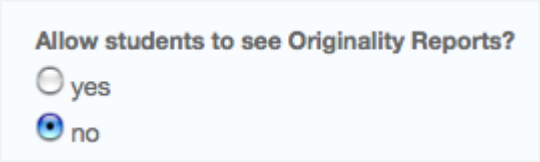
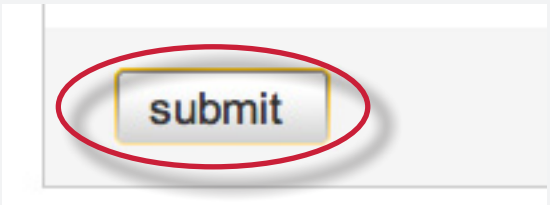
Creating a Turnitin Drop Box

Turnitin Drop Boxes are added from the course Lessons page. The instructor can open a course's Lessons page by clicking on the *Lessons* tab from within a course.

From the Lessons page, click the *Add Content* link on the menu bar to add a Turnitin drop box to a course. A list of current course Drop Boxes is shown.

To add a Turnitin Drop Box, follow these steps:	
1. Click on *Turnitin Drop Box* in the list of possible content	
2. On the Drop Box creation page, enter the following: the Drop Box title, and point value for the Drop Box (optional)	
3. Select start and due dates for the assignment. Specific times are also selected. Students are only able to submit once the *start date* and time has passed. After the *due date* and time, students will be blocked unless late submissions are enabled. GradeMark users must select a *post date* for the assignment. The *post date* comes after the *due date* and determines when marked papers or grades will be available for student view	

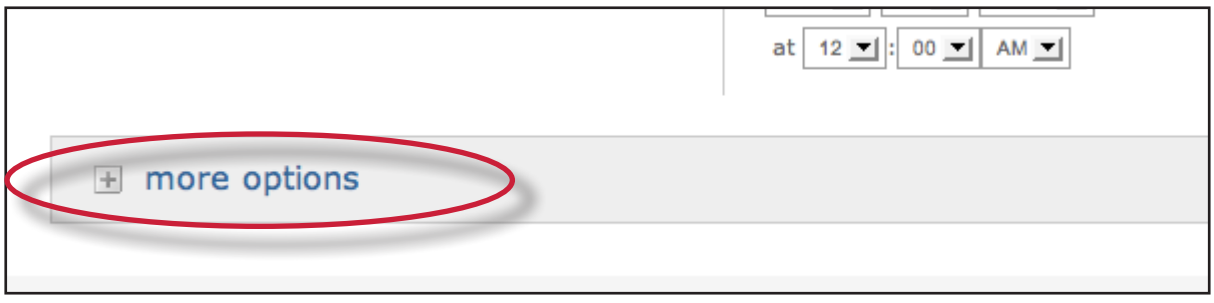
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

To add a Turnitin Drop Box, follow these steps:	
4. To see more options for the Drop Box, click on the *more options* link	
5. Choose whether or not students are allowed to view Originality Reports for their submissions by selecting *yes* or *no* from the *Allow students to see Originality Reports* option	
6. Modify any additional Drop Box options using the appropriate pull-down menu	
7. Click submit to add the Turnitin Drop Box to the course	

⚠ **Warning**: Tracking for Turnitin Drop Boxes can be set using the *utilities* link below the Drop Box in the Course Lessons list.

Advanced Assignment Options

When creating a paper assignment the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by using the *Show Advanced Assignment Options?* pull-down menu at the bottom of the assignment creation or assignment update page.



Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Advanced assignment options are listed and described below. When an advanced assignment option is changed the user may also select whether or not this change should be the future default for any new assignments created. This allows the user to automatically create all new assignments with their preference of advanced options rather than manually selecting the advanced options for every new assignment.

Available Assignment Options

Generate Originality Reports for student submissions -

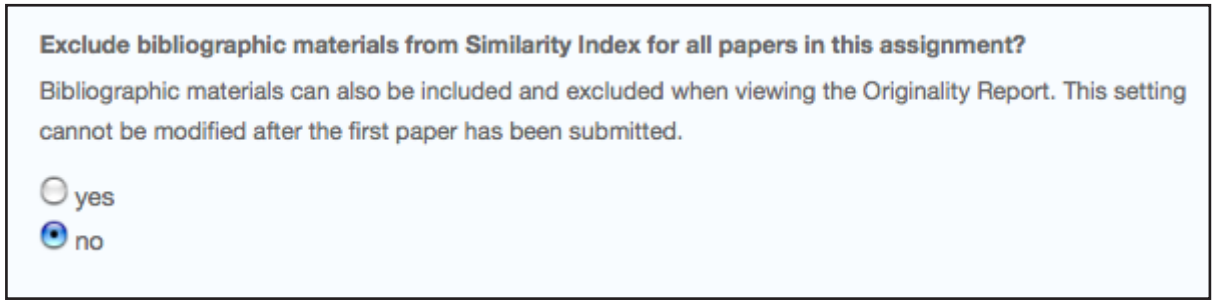
- **immediately (first report is final)** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

- **immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment.

- **on due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

Exclude bibliographic material from Similarity Index for all papers in this assignment?

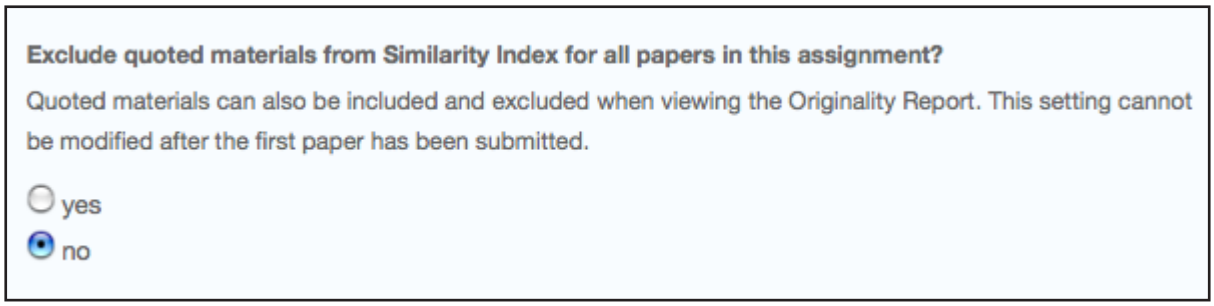
This feature of assignment creation provides instructors with the ability to control the option whether bibliographic material will automatically be excluded from Originality Reports. The default is *no*. Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.


Exclude bibliographic materials from Similarity Index for all papers in this assignment?
Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
yes
no

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Exclude quoted material from Similarity Index for all papers in this assignment?

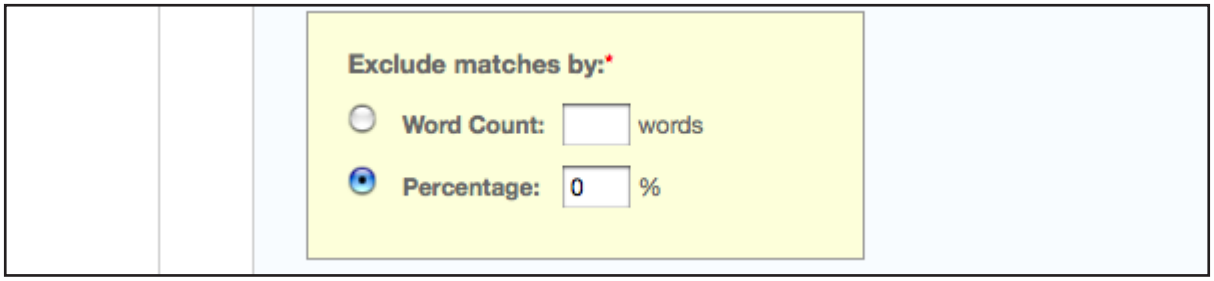
This feature of assignment creation provides instructors with the ability to control the option whether quoted material will automatically be excluded from Originality Reports. The default is *no*. Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.


Exclude quoted materials from Similarity Index for all papers in this assignment?
Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
yes
no

Exclude small matches

This feature of assignment creation provides instructors with the ability to automatically exclude small matches from all Originality Reports generated within this assignment. To exclude small matches click *yes*.

Once *yes* has been clicked the *Exclude matches by:* option window will open. Enter into either the *Word Count:* or *Percentage:* fields the numerical value for small matches that will be excluded from Originality Reports in this assignment.

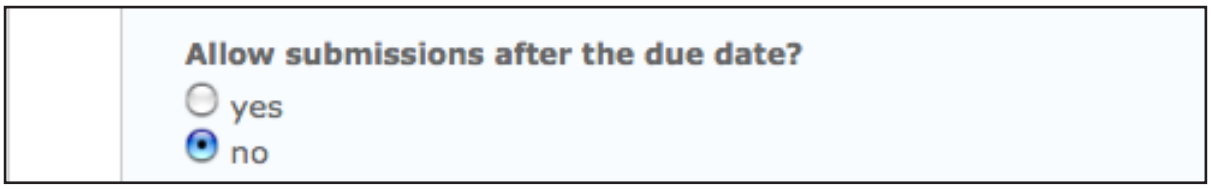


Instructors can adjust the exclude small matches assignment setting at any time by clicking on the *edit* icon to the right of the assignment name. The excluding small matches feature can be adjusted within each Originality Report as well.

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Late Submission

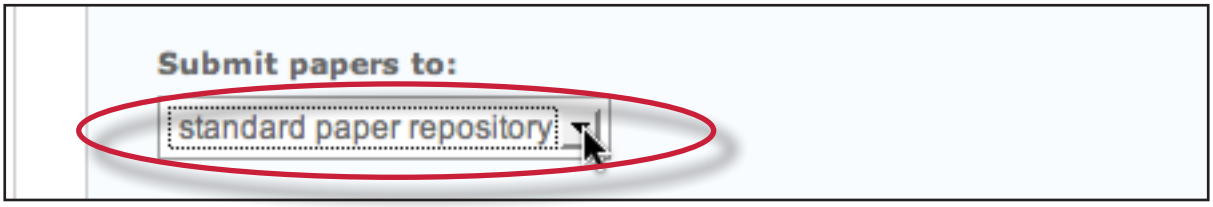
An instructor can enable submissions after the due date and time. To enable late submission, use the drop down menu next to *Allow submissions after the due date?* and select *yes*. The default setting is *no*. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.



Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.

Repository Options

If the repository options are enabled for an instructor 2 or 4 options will appear within the *Submit papers to:* pull-down menu. Instructors will be able to set the *Submit papers to* assignment option to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository or the institution paper repository.

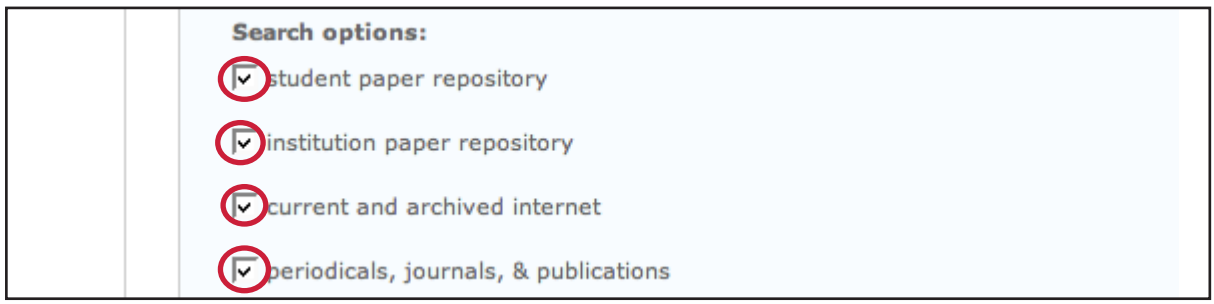


Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Repository Sources for Similarity Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

The available search targets are listed under *Search options.* The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.



Search Targets

Currently available search targets are:

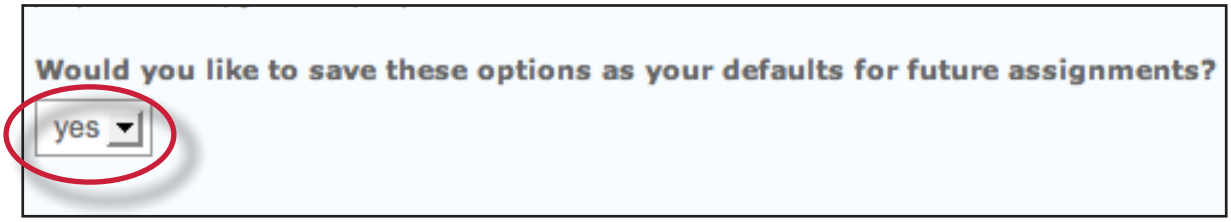
- **student paper repository** - works previously submitted in classes and assignments on Turnitin
- **institution paper repository -** works previously submitted to the institution's repository
- **current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily
- **periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Changing Advanced Assignment Option Defaults

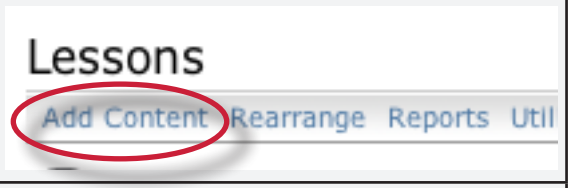
If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked *Would you like to save these options as your defaults for future assignments?* Select *yes* to save these advanced assignment options as the default for all future assignments created within this course. These default advanced assignment options will not apply to new assignments created in any other course on the Blackboard Learning System, but will be applied to all assignments created in the current course by any instructor.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

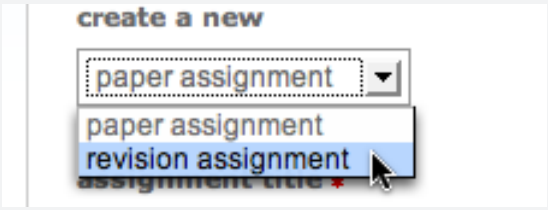
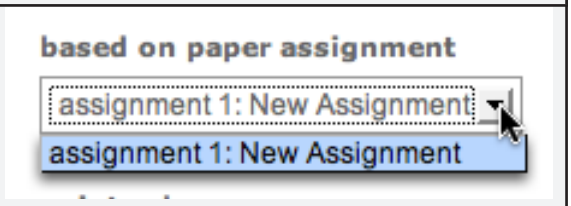
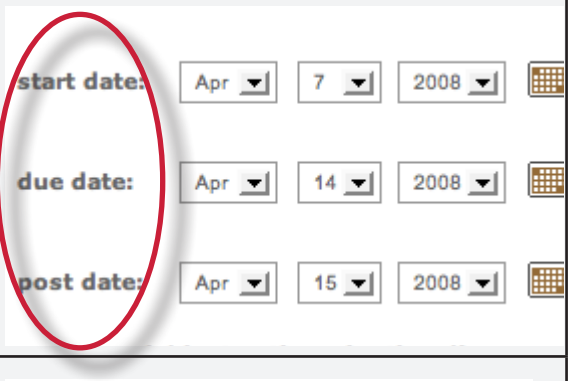
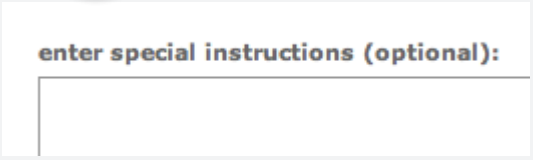
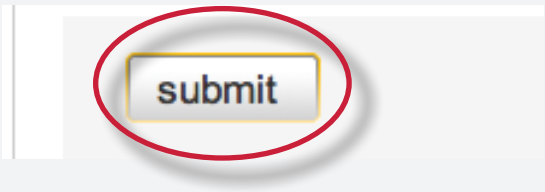


Revision Assignments

Student users can only submit one paper per assignment. If the instructor wishes students to submit multiple drafts without overwriting the previous drafts, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates. The revision assignment may have a different Generate Originality Reports for student submissions setting. The instructor may also select a different set of optional special instructions, or assign a different point value.

Creating revision assignments:	
1. From the Lessons page, click the *Add Content* link on the menu bar to add a Turnitin drop box to a course	
2. Click *Add a Turnitin Drop Box* in the list of possible content	

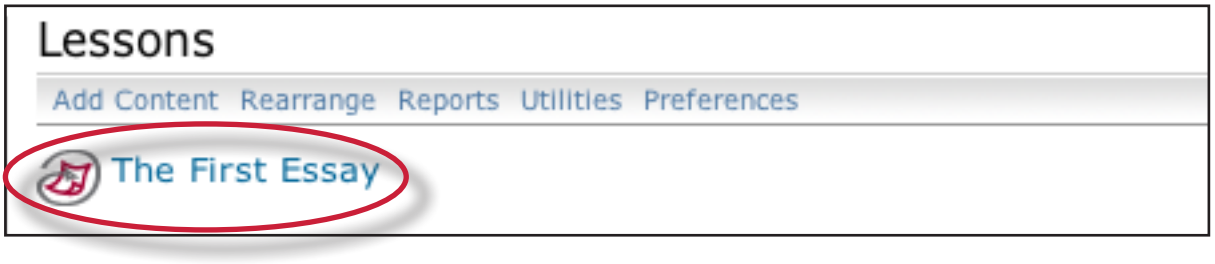
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Creating revision assignments:	
3. From the drop down menu labeled *create a new:* select *revision assignment*	
4. From the pull-down menu labeled *based on paper assignment:* select the assignment this revision should be based on	
5. (Optional) Enter a point value for the revision assignment	
6. Select the start date, due date, and (if available) post date for the assignment. Select an option from the *Generate Originality Reports for student submissions:* drop down menu	
7. (Optional) Enter any special assignment instructions	
8. Click on *submit* to save this revision assignment. Revision assignments appear as sub-assignments (1a, 2a, 3b) on the class home page for instructors	

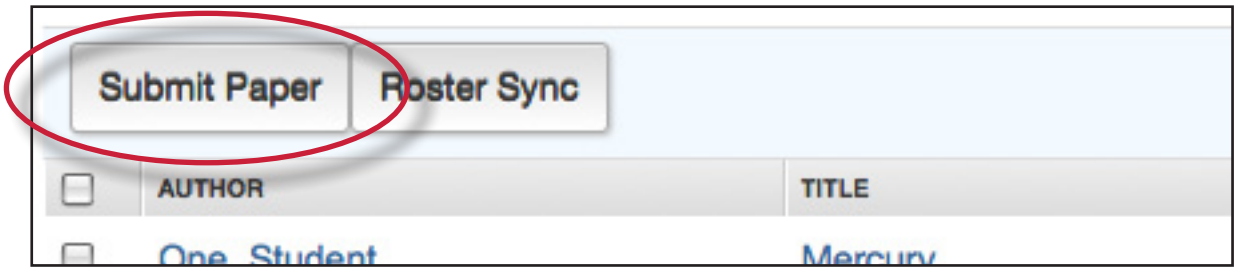
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Submitting Papers

Instructors can submit papers to a Turnitin Drop Box from the Drop Boxes inbox page. To open the Drop Box inbox, click the link to the Turnitin Drop Box on the Course Lessons page.



Click the *submit* button in the upper right corner of the inbox. The submissions form will open.



There are four ways for an instructor to submit papers to a Turnitin Drop Box:

- **single file upload** - a single file submission selected by the instructor
- **cut and paste upload** - submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images of non-text information can be copied and pasted - only plain text can be accepted
- **multiple file upload** - multiple files selected one by one. Similar to adding multiple attachments to an e-mail
- **zip file upload** - submit a standard zip file containing multiple papers. May contain up to 100MB or 1,000 files. Zip file uploads of significant size may require additional time to complete

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

The zip file upload accepts up to 1000 files or 100MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.

Note: Text only files may not exceed 2 MB.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

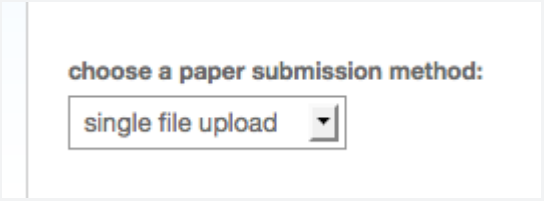
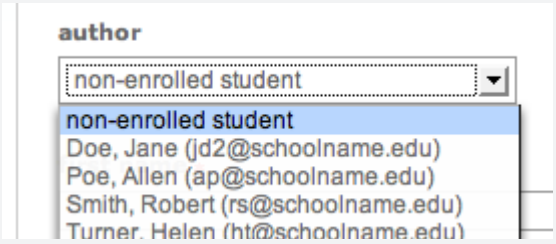
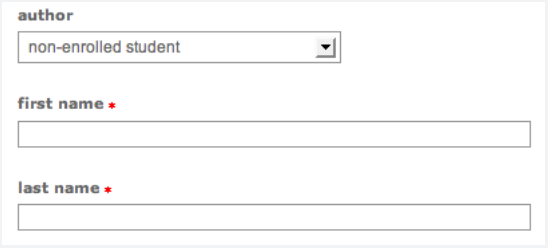
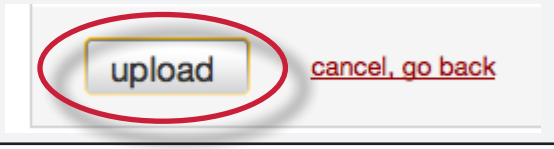
Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

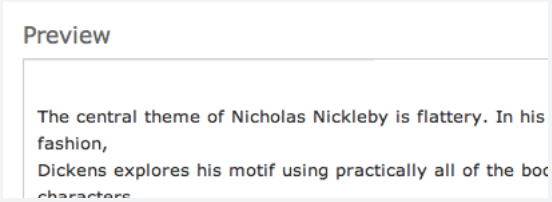
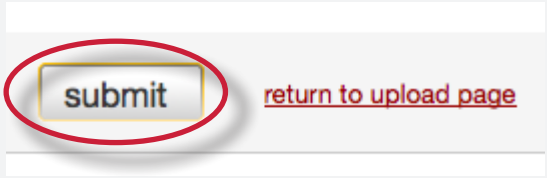
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

File Upload

File upload is the default option on the submission page and allows the instructor to submit a single paper at a time.

Submitting a paper by file upload:	
1. Click on the *Lessons* tab. Then click on a Turnitin Drop Box from the Lessons page	
2. Click on the *Submit Paper* button. If needed, select *single file upload* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users	
3a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission	
3b. The instructor may enter the first and last name of a non-enrolled student **Warning:** Papers submitted for non-enrolled students cannot be graded or marked for paperless return to students	
4. Enter the title for the paper. This field is required	
5. Click the *Browse* button and locate the paper to submit	
6. Click *upload* to upload this file. A status bar will appear and display the upload progress	

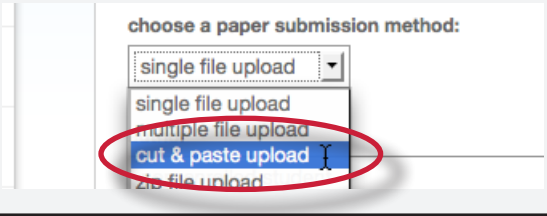
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

7. Once the paper has been uploaded, the following page asks for confirmation of the text of the paper. Review the text to confirm the correct file was selected	
8. To complete the file upload, click on the *submit* button. If the wrong file was loaded, click on *return to upload page* and re-submit with the correct file	
9. Once the submission is complete, a page will load displaying the Turnitin Digital Receipt	

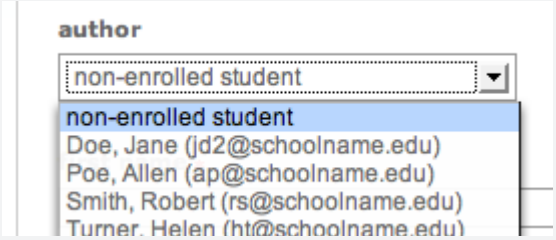
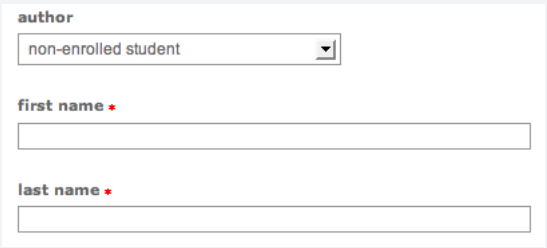
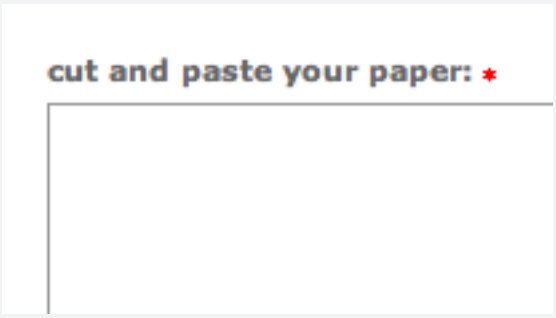
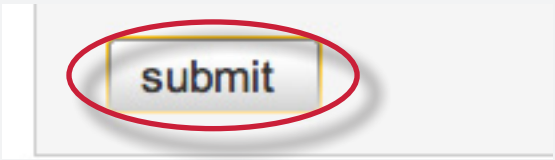
Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

Submitting by Cut and Paste:	
1. Click on the *Lessons* tab. Then click on a Turnitin Drop Box from the Lessons page	
2. Click on the *Submit Paper* button. Select *cut and paste* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users	

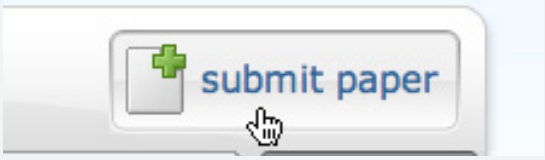
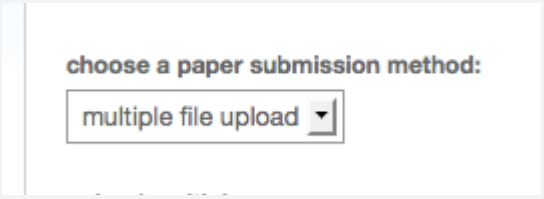
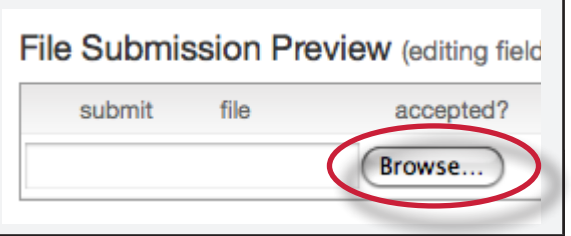
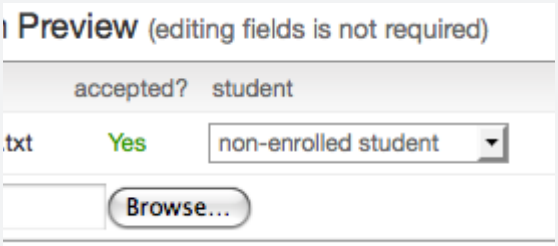
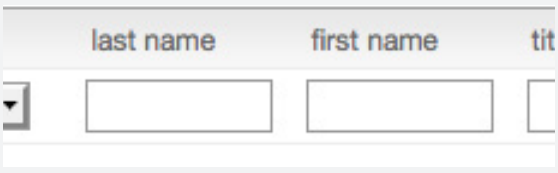
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Submitting by Cut and Paste:	
3a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission	
3b. The instructor may enter the first and last name of a non-enrolled student **Warning:** Papers submitted for non-enrolled students cannot be graded or marked for paperless return to students	
4. Enter the title for the paper. This field is required	
5. Copy and paste the selected text into the text box **Tip:** To copy and paste text, highlight the text to submit in a word processing or text editing program and select *copy* from the *edit* menu. To transfer the text into the text box on Turnitin, click inside the text box of the submission page and select *paste* from the browser *edit* menu	
6. Click on *submit* to submit the text. This action will open up a page informing the user the submission was successful	

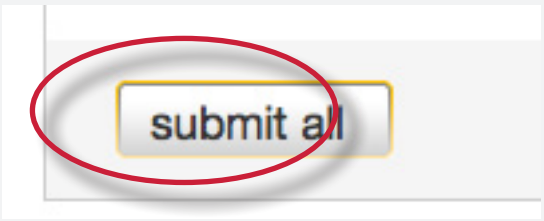
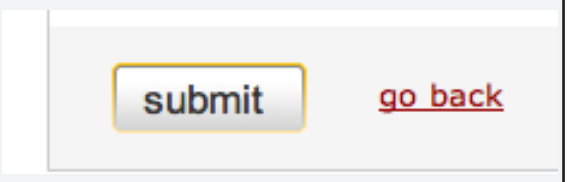
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Multiple File Upload

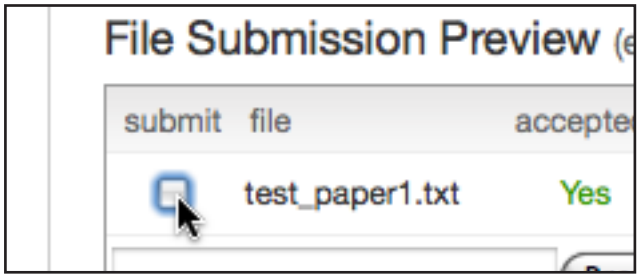
The multiple file upload submission option allows instructors to upload multiple files simultaneously.

Submitting multiple papers using multiple file upload:	
1. Click on the *Submit Paper* button.	
2. Select *multiple file upload* from the *choose a paper submission method:* pull down menu. *Single file upload* is the default submission type for new users.	
3. Click on *Browse* and select the first file to attach to the File Submission Preview list	
4a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as	
4b. Enter the first and last name as a non-enrolled student. Not entering a first and last name results in an author name of anonymous	
5. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file	
6. Repeat steps 3-5 for each paper being submitted as part of the upload	

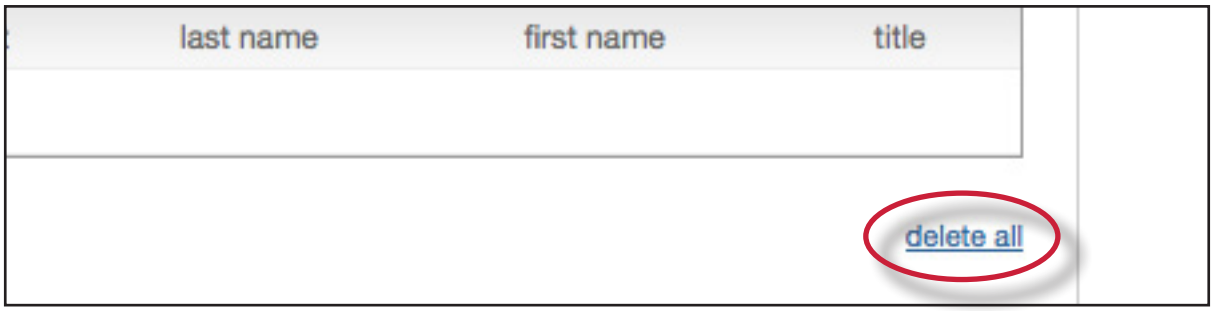
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Submitting multiple papers using bulk upload:	
7. When all the desired files are attached, click the *submit all* button to upload the batch of files	
8. On the accepted files page please review the files to be uploaded and click *submit* to submit all uploaded files	

Files can be excluded from the upload by unchecking the check box to the left of the file name under the submit column.



An instructor may remove all uploaded files from the File Submission Preview list by clicking on the *delete all* link located below the list to the right.

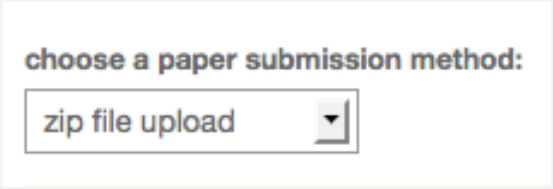
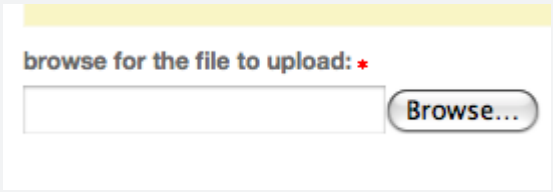
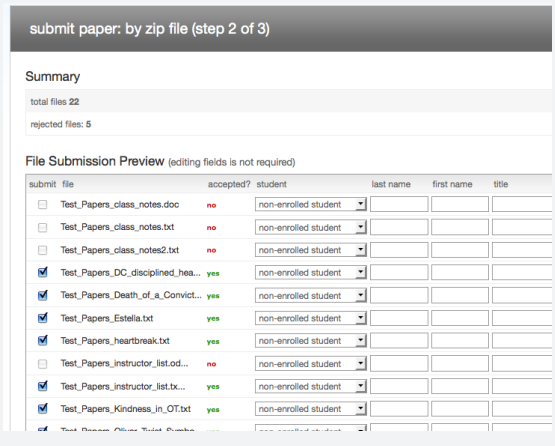


Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

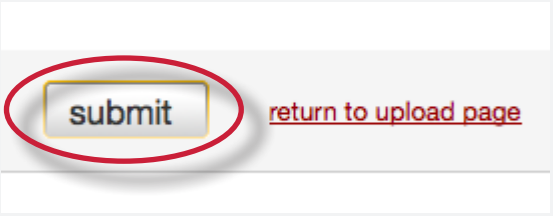
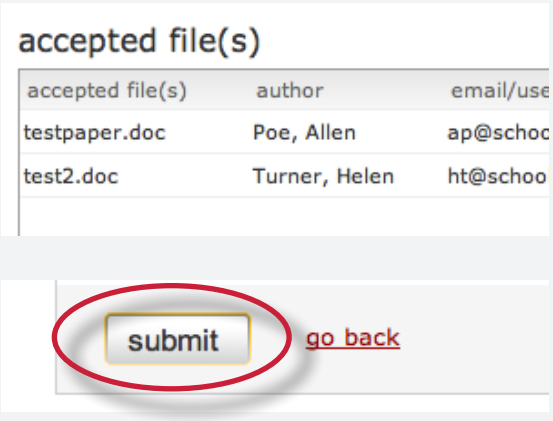
Zip File Uploads

Instructors are able to upload a zip file of papers to a Turnitin assignment. The zip file may be any size up to approximately 100MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

Instructors uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. Turnitin will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files.

Submitting multiple papers in a zip file:	
1. Click on the *Lessons* tab. Then click on a Turnitin Drop Box from the Lessons page	
2. Click on the *Submit Paper* button. Select *zip file upload* from the *choose a paper submission*: pull down menu. Single file upload is the default submission type for new users	
3. Click on *Browse* and select the zip file that will be uploaded	
4. Click *upload* to load the zip file and view the list of papers. A pop-up window indicating download progress should be shown	
5. Select the papers to submit by checking or unchecking the *include?* check box for the paper. For each paper being included, the user may: • select an enrolled student in the class or submit as non-enrolled, giving first name or last name; • submit without first and last name, which will default to anonymous • submit with a paper title; • submit without a paper title, which will default to the name of the file	

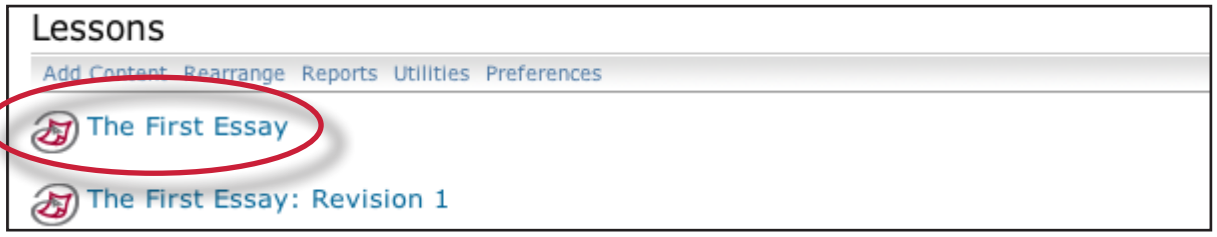
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Submitting multiple papers in a zip file:	
6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, the user must click on *submit* to continue the upload of papers into the assignment	
7. A confirmation screen will be shown listing all file names, author names, e-mail user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required but may be set by using the *go back* link to return to the previous screen Click ***submit*** to finalize the zip file upload into the assignment. Once the submission is complete a page will load informing the user that the submission was successful	

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Viewing the Turnitin Assignment Inbox

Instructors can view the Originality Reports completed for submitted papers by accessing the Turnitin assignment inbox. Click on the Lessons link from within a course to view the Lessons page. Click on a Turnitin assignment to open the assignment inbox.



Elements of the Assignment Inbox

The assignment inbox is a sorted list of columns containing information regarding submissions in an assignment. The assignment inbox can be organized by any of the criteria listed with a downward pointing arrow to the right - for example, clicking on the column heading name of *author* will sort the contents of the assignment box by author last name from A to Z. Clicking the column heading again will sort it again by the reverse of the criteria, from Z to A.

The columns headings in the assignment inbox are:

- **author** - a column containing the names of any enrolled students and the names given for any non-enrolled instructor uploaded papers in the assignment. Clicking on the name of the author opens the class portfolio page for any enrolled students. Enrolled student names are underlined and lettered in blue

- **title** - the title given for any paper submitted. If there is no submission for a user, this field will list -- no submission --. Clicking on the title of a paper will open a text version of the paper with submission information, but no Originality Report data, to allow an instructor to view the student paper

- **report** - the report column contains the Originality Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the Turnitin repository, 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding color. If only a grayed out icon is available, the report is not ready. A -- in the report column indicates no submission or that no Originality Report is generated based on assignment settings. Clicking on the Originality Report icon opens the Originality Report.

- **grademark** - the grademark column indicates GradeMark image availability. A comment icon shows what papers can be accessed in GradeMark. No icon indicates that no submission was made or that GradeMark digital assessment is not available for the class or account. If the icon is available, click on the comment icon to open a GradeMark window

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

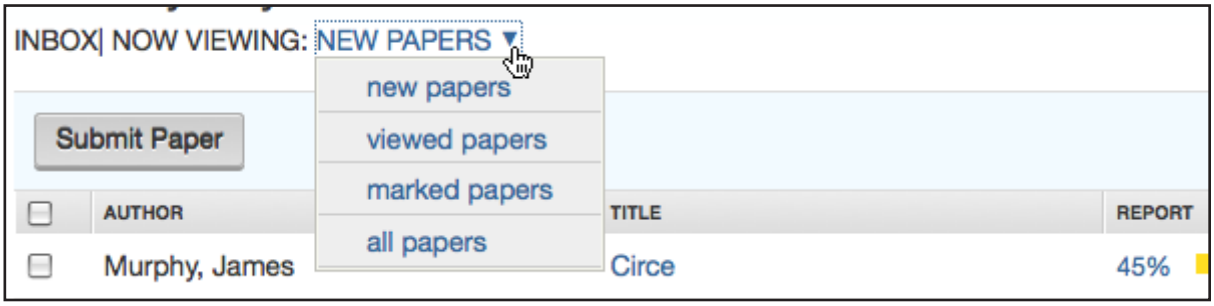
- **file** - a page icon and indicator of the file type of a submission that was uploaded to Turnitin, or -- in the event no submission was made. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment

- **paper ID** - the unique numeric ID number assigned to every submission made to Turnitin. This column contains -- if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt

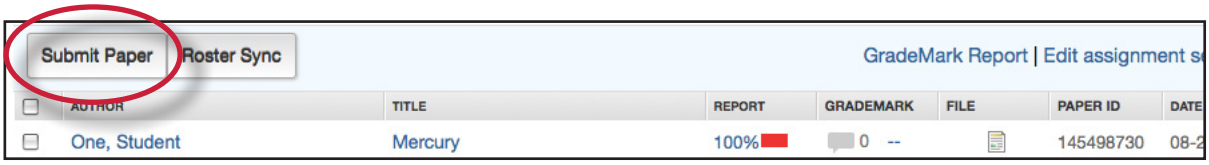
- **date** - the date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is month-day-year. If no submission was made after the due date/time for a student, this column shows *(late)* in red. If the due date has not passed, students in the class with no submissions have a -- in this column

The assignment inbox also contains a number of items in the assignment inbox panel at the top of the assignment inbox. See the *Organizing the Assignment Inbox* section for more information on these functions. The items are:

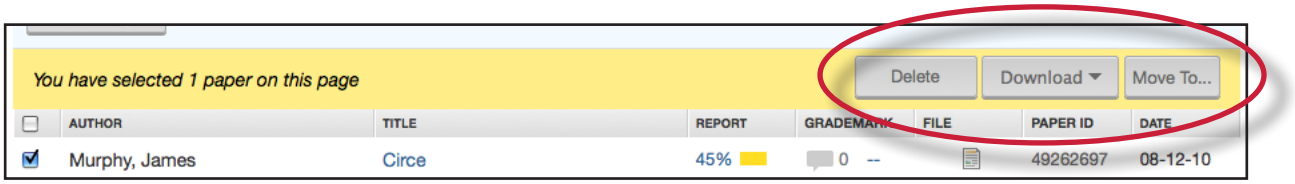
all papers, marked papers, viewed papers, new papers - allows an instructor to select which folder of an assignment inbox to view. By default, all papers are in the *new papers* folder. The available folders are *all papers, marked papers*, *viewed papers*, and *new papers*. Papers can be moved between folders in the assignment inbox by using the *move to* function. Papers only can be placed in a single folder. Selecting a folder will display only that folder unless *all papers* is selected, which shows every submission in an assignment



submit button - allows an instructor to begin submitting a paper or papers to this assignment

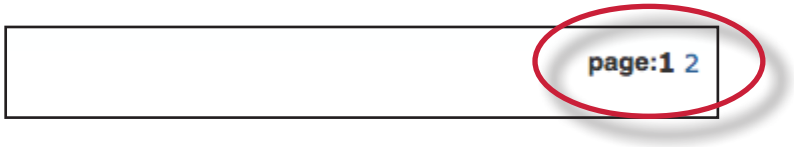


delete, download, and move to - these buttons perform the selected action on papers which have a check mark added in the box to the left of the author name



Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

page - if there is more than one page to an assignment inbox, click on the page number to move between the pages of the assignment inbox and view the submissions on the pages



Syncing the Class Roster

Enrolled students will appear in the assignment inbox once they have accessed a Turnitin assignment in the course. To automatically import the student list into the inbox before the students access the assignments or submit papers, an instructor can synchronize the assignment roster. Click on the *Roster Sync* link in the assignment inbox, which will import a list of all students currently enrolled in the ANGEL course for the assignment. This function can also be used later to remove student users who are no longer a part of the course. All submissions and data for students removed by a Roster Sync will disappear from all Turnitin assignments in the course.

⚠ **Warning:** Students who are removed by the roster sync function must be re-added to the ANGEL course and the Roster Sync function must be used again to regain access to any submissions, GradeMark commented papers, or other information in the Turnitin assignment for the student.

Viewing Papers

Every paper submitted to a Turnitin Drop Box can be viewed online. To view a paper through the Turnitin web site without saving a copy to the computer, the instructor simply needs to click on the name of the paper under the *title* column of the assignment inbox. This will open the paper in a new window with the submission and student information as well as the text of the paper.

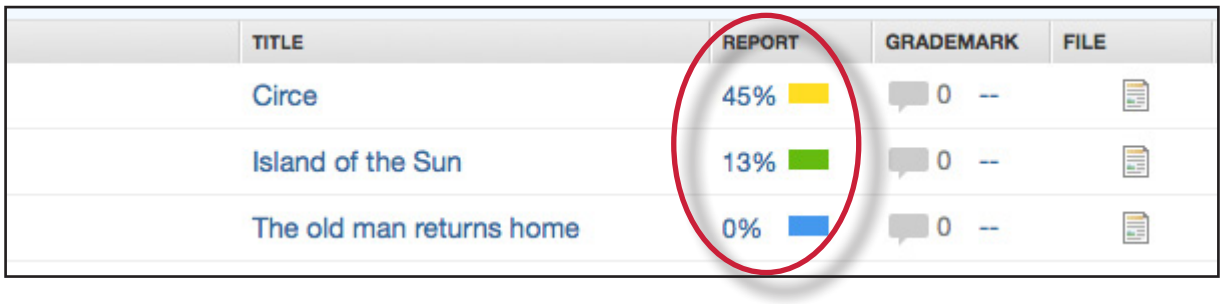
Downloading Papers

The instructor may also download and save papers submitted to a Turnitin Drop Box. Instructors may download papers one by one, or in a zip file. Instructors on an account with the GradeMark or Peer Review products active may also select whether to download a PDF version of the submission or the original file format.

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Opening the Originality Report

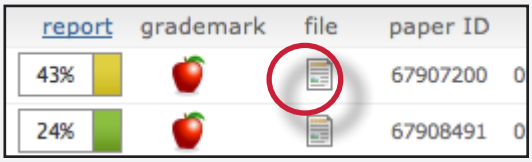
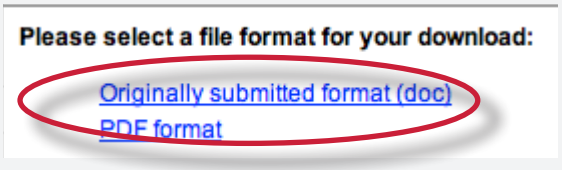
The Turnitin Originality Report can be accessed from the assignment inbox. Under the report column are the icons indicating the percentage of the Overall Similarity Index and the corresponding color on a blue to red scale.



For more information about Originality Reports, please **click here** to view the Originality Report chapter of the Turnitin Instructor Manual.

Downloading Papers

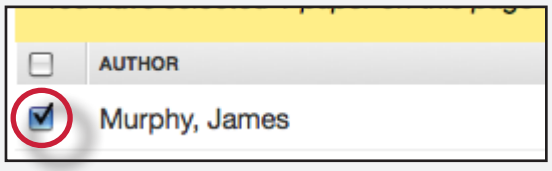
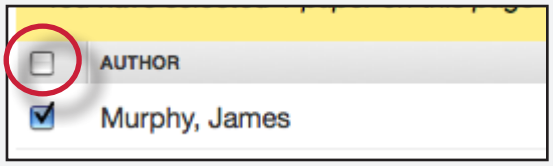
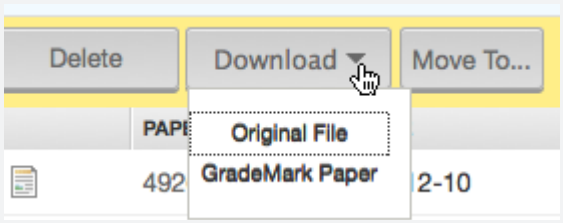
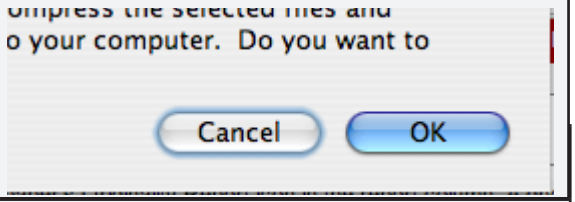
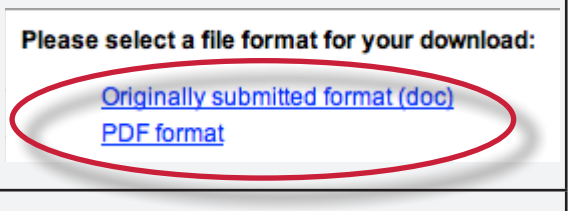
The instructor may also download and save papers submitted to an assignment. Instructors may download papers one by one, or in a zip file. Instructors on an account with the GradeMark or Peer Review products active may also select whether to download a PDF version of the submission or the original file format.

Downloading papers one at a time:	
1. Click on the icon under the *file* column for the paper to download	
2. (If available) For Peer Review and GradeMark accounts, a pop-up window prompts the user to select Originally Submitted format or PDF format	
3. The files will download to be saved on the user's computer	

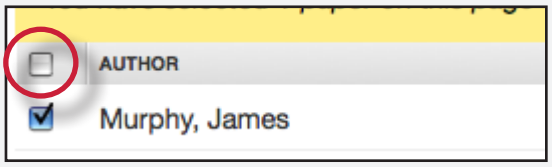
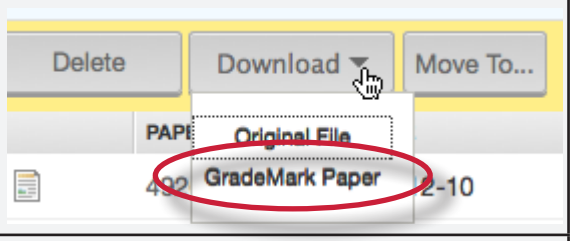
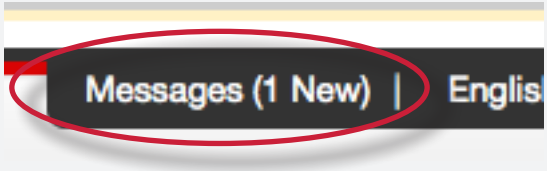
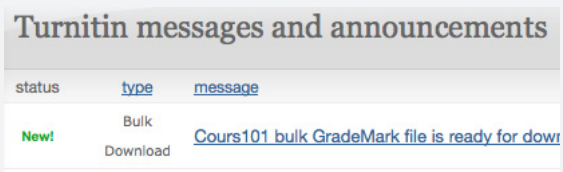
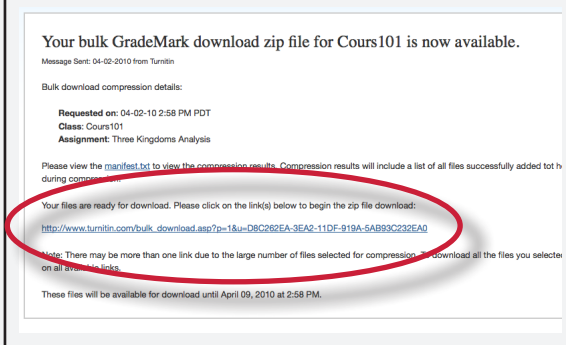
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Bulk Download

Instructors can bulk download papers in either the original or GradeMark formats.

Downloading papers in a zip file:	
1. From the assignment inbox, click the check boxes to select the papers that will be downloaded	
1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox	
2. Click on the *download* button and select *Original File*	
3. Click on *ok* to accept the download	
4. Select the file format to download in if prompted to do so (GradeMark and Peer Review accounts only)	
5. The files will download to be saved on the user's computer	

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Downloading GradeMark papers in a zip file:	
1. From the assignment inbox, click the check boxes to select the papers that will be downloaded	
1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox. **Note**: If you select all papers within your class the papers that have not been graded with GradeMark will not be included in the bulk download	
2. Click on the *Download* button and select *GradeMark Paper*	
3. Click on *ok* to accept the download. A message will appear above your assignment inbox indicating that the selected files are being compressed into a zip file and once compression is complete the file will be available to download in the Turnitin messages inbox	
4. The messages inbox will indicate a new message when the file is available for download. Click on the *Messages* tab	
5. Click on the message link. All new messages are given the status *New*	
6. To download the zip file click on the available link(s) **Note**: There may be more than one link due to the large number of files selected for compression. To download all the files that you selected for compression please make sure to click on all available links	

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

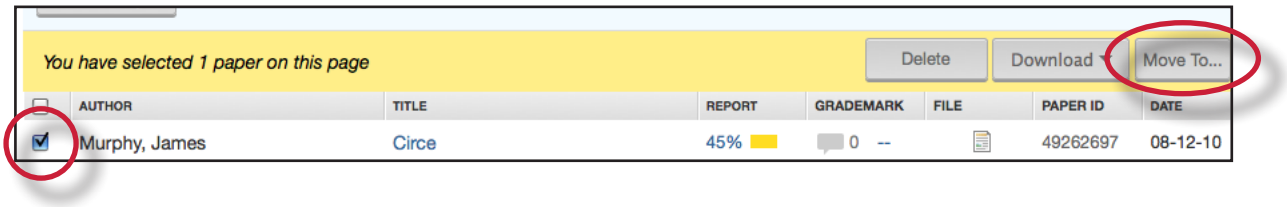
Organizing the Assignment Inbox

Turnitin offers the instructor user many methods to organize papers in the assignment inbox to assist with handling large classes or simply to quickly sort the submissions and Originality Reports in an inbox.

The following are the ways an instructor is able to organize the assignment inbox:

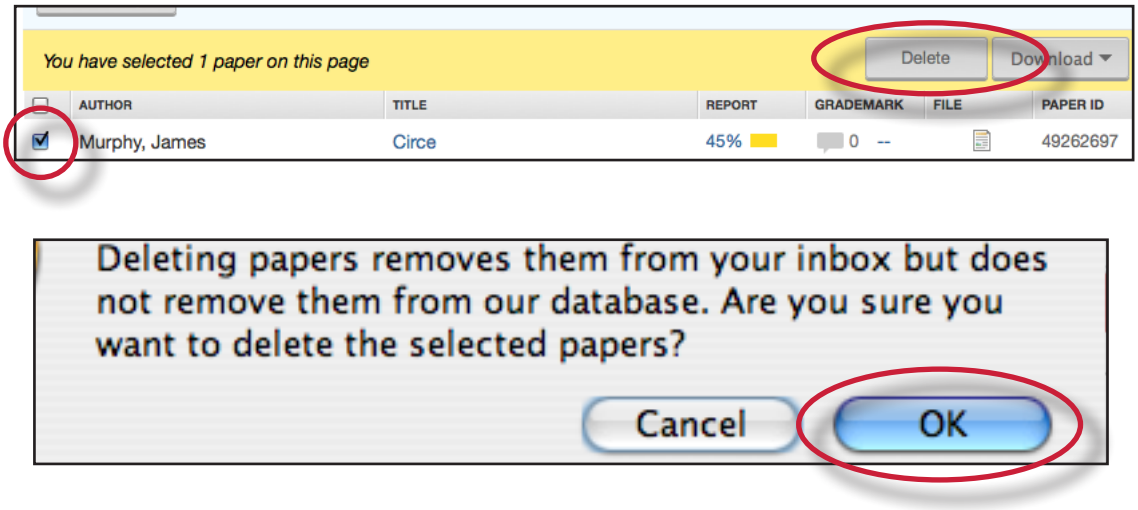
- **sorting by column header** - click any of the column names with a downward pointing arrow to the right. This includes author, title, date, or report column headings. Click a second time to re-sort in the opposite direction, e.g. A-Z becomes Z-A

- **sorting by folder** - the instructor is able to select and move papers to the viewed or marked folders by checking the box to the left of the author name and clicking the *move to* button. Select the destination folder from the drop down menu and click on submit to move the paper to the selected folder



Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

- **deleting unwanted papers -** an instructor can delete papers at any time by checking the box to the left of the paper and clicking the *delete* button. These papers are removed from the assignment inbox but not the submission repository



Viewing Late Submissions

If a student has not submitted a paper, *--no submission--* will show up in place of a paper title. To quickly view which enrolled users have not submitted a paper, sort the inbox by paper title by clicking on the *title* column heading.

If a paper is submitted late to an assignment the submission date appears in red. If no submission has been received by the due date and time, *late* will show up in red in the date column.

GradeMark®

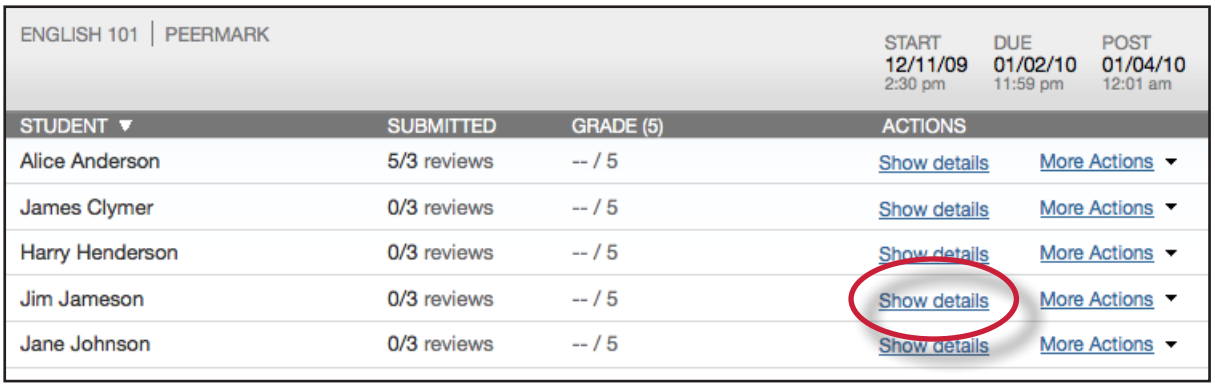
To access GradeMark to grade the student's paper, click on the GradeMark icon in the grademark column. For more in depth information on using GradeMark **click here** to view the GradeMark chapter of the Turnitin Instructor Manual.

Please note that not all accounts have purchased the GradeMark product, if GradeMark has not been purchased. the grademark column will be blank where the GradeMark icon should appear.

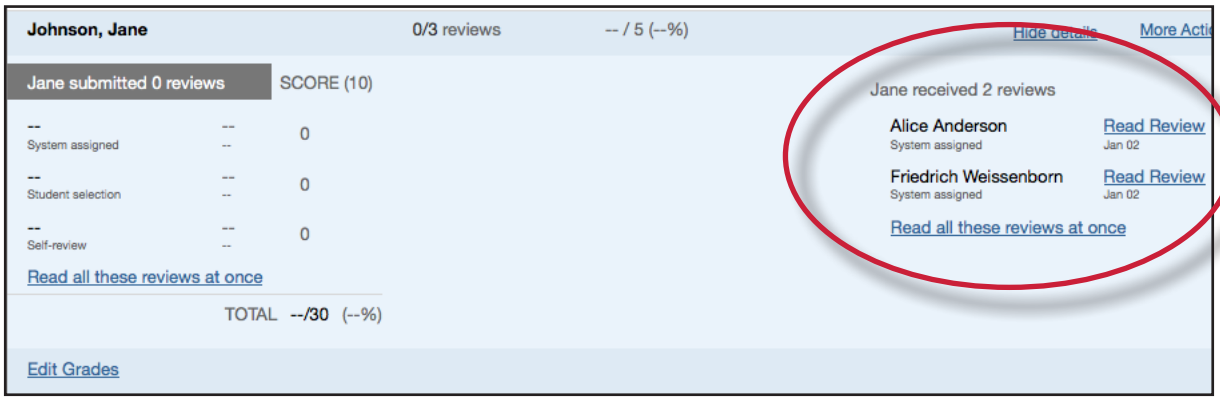
Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Viewing the PeerMark Assignment Inbox

Click on the PeerMark assignment name on the homepage to open the PeerMark assignment inbox. The PeerMark assignment inbox displays a list of your students, the number of reviews completed by each student, the student's grade for the assignment, and the reviews that each student has written or received. To view the reviews written or received by a student click on the *Show details* link to the right of the student's name.


ENGLISH 101 | PEERMARK
START 12/11/09 2:30 pm
DUE 01/02/10 11:59 pm
POST 01/04/10 12:01 am
STUDENT
SUBMITTED
GRADE (5)
ACTIONS
Alice Anderson 5/3 reviews -- / 5 Show details More Actions
James Clymer 0/3 reviews -- / 5 Show details More Actions
Harry Henderson 0/3 reviews -- / 5 Show details More Actions
Jim Jameson 0/3 reviews -- / 5 Show details More Actions
Jane Johnson 0/3 reviews -- / 5 Show details More Actions

Within the more details of a single student the instructor can view the progress of the student's reviews or read the student's completed reviews. All the reviews written for this student's paper are visible to the right of the student's submitted reviews.


Johnson, Jane
0/3 reviews
-- / 5 (--%)
Hide details
More Acti
Jane submitted 0 reviews
SCORE (10)
-- System assigned -- -- 0
-- Student selection -- -- 0
-- Self-review -- -- 0
Read all these reviews at once
TOTAL --/30 (--%)
Edit Grades
Jane received 2 reviews
Alice Anderson System assigned Read Review Jan 02
Friedrich Weissenborn System assigned Read Review Jan 02
Read all these reviews at once

For more in depth information on using PeerMark please click **here** to view the PeerMark Chapter of the Instructor Manual.

Please note that not all accounts have purchased the PeerMark product, if PeerMark has not been purchased the PeerMark assignment type will not be available.

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

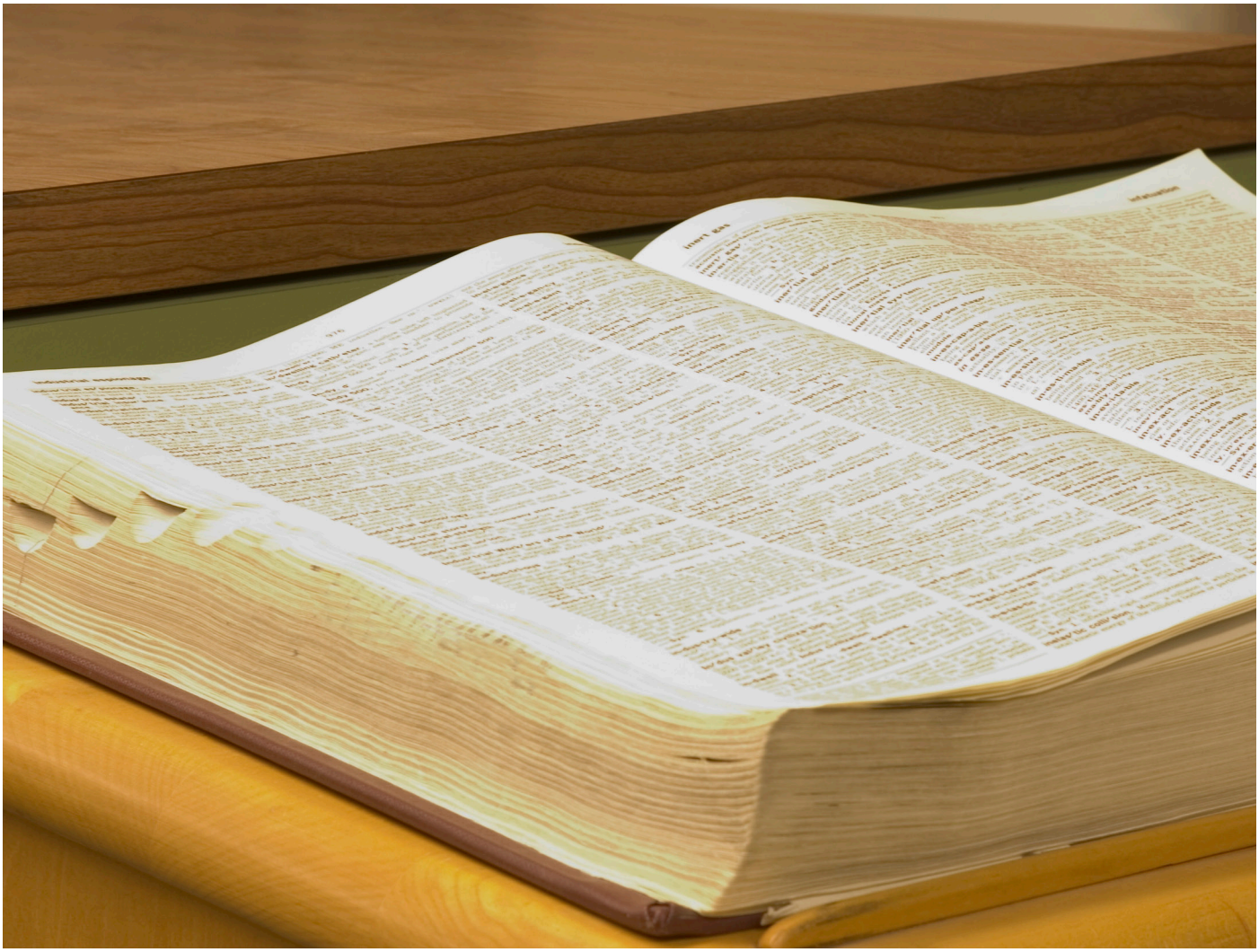
Assignment Inbox Navigation Bar

The navigation bar includes:

- **assignment inbox** - allows the instructor to quickly navigate back to the assignment inbox
- **edit assignment** - by clicking on this menu opens up the assignment options and the instructor has the ability to change features of the assignment at any time
- **libraries** - the libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the Grade Mark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html
- **class stats** - The statistics page will list information about the class in a table. The default view of the stats will show the cumulative statistics since the creation of the class. For more information about class stats view Chapter 12 of the Turnitin Instructor manual available at www.turnitin.com/training.html
- **preferences** - provides four options that the instructor can customize: *default submission type*, *items per page*, *file download format*, and *show page info*
- **help** - this pull-down menu provides links to the knowledge base, user guides, training videos, and the site key

Note: If any changes were made to the user profile, the instructor must click on *submit* in the top right corner to save the changes

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.



Glossary

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Definitions

account - a Turnitin account allows instructors to use products purchased from Turnitin

account ID - the numeric identification number for a specific account or sub-account

administrator - the controller of a specific Turnitin account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access

assignment - Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

class - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password

class portfolio - the class portfolio page is the main view page of a student for a specific class

default submission type - a user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class

digital receipt - the digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail

download - transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used

drop box - a drop box is associated with every assignment in ANGEL. The drop box provides a place for students to submit to their assignments

due date - the due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class

export (stats) - downloading a copy of account statistics in a Microsoft Excel® format to a user's computer

GradeMark - a digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

homepage - the default login page, which is different based on the selected default user type of the user profile being accessed

instructor - the term used for teachers, tutors, or other student-assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin

internet archive - Turnitin's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time

items per page - a user info page preference that allows users to determine the number of items from any list they wish to see per page on Turnitin

knowledge base - The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Also available are frequently updated lists of the most common questions we receive

libraries - the libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the Grademark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html

log in - the act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered

Optical Character Recognition (OCR) - Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document

Originality Report - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

Overall Similarity Index - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison

paper - a paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website

paper ID - the paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission

Peer Review - this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to topic questions selected or created by the instructor as well as metric scoring questions. Basic rubric marking is available for students if selected by the instructor. A peer review assignment must be based on a normal Turnitin assignment where the student papers are initially submitted

Plagiarism Prevention - this product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

post date - the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation

product - a specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer

repository - a set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions

resubmit - the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.

can only be enabled by the class instructor

revision (assignment type) - an assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted

start date - a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class

student - a user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join

sub-account - an account created beneath a parent account. The Turnitin account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts. The number of institutional accounts created beneath a consortium account is determined by license purchases

submission - a file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user

submission type - Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either file upload or cut-and-paste submission. Instructors are able to submit files by single file upload, copy and paste, multiple file upload, or zip upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info page

upload (file) - the act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class

user profile - the user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

Copyright © 1998 – 2008 iParadigms, LLC. All rights reserved.